Vital Records: Sutton's Law

- Everything is or will be in SharePoint

Practice 1: Communications
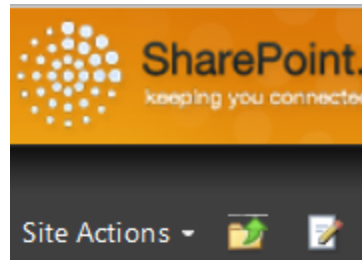

Best Practices

1. Communications (Correspondence, Meetings, and Presentations)

2. Databases

3. Digitized Media

4. Document Management Systems

5. Infrastructure

6. Records from customized Applications (COTS)

7. Social Media

Inspire the Next
BIG IDEA

Thank you for joining us for the official Kickoff of the Inspire the Next Big Idea program! If you have ideas that can help grow and improve our business, we not only want to know about them, we are offering rewards for the best ideas to come out of this program.

Whether your suggestion improves safety, profitability, or operations, the Inspire the Next Big Idea program is here for you. We all have Great ideas. Turn those Great thoughts into reality and keep this company dynamic and innovative by helping mold our future!

So what's YOUR Big Idea? Let us know. To find out more about the program, prizes and to submit your ideas, visit us here:
www.hitachi-hta.com/bigidea

Practice 2: Databases

- **Desktop**
- **COTS**
- **Enterprise**

Practice 3: Digitized Media

Laboratory Notebooks

- Experimental Procedures

- Standards

- Programmatic Items

- Administrative Items

    - Contracts
    - Invoices

Practice 4: Document Management

Comprehensive File Plan (CFP)

Search:

Full text search of the entire Disposition Schedule

Select from the Alphabetical List:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select from the Disposition Plan:

Home
- ADMINISTRATIVE PROGRAM MANAGEMENT
- INTERNATIONAL RELATIONS MANAGEMENT
- OFFICE ADMINISTRATION
- OUTREACH MANAGEMENT
- POLICY DEVELOPMENT
- PRODUCT REGULATION
- RESEARCH PROGRAM ADMINISTRATION

As documents and records are created as part of daily business activity. This Disposition Schedule presen framework of business activities performed.

In the disposition schedule you will find :

- **Function** - the broadest unit of business performed by
- **Activity** - major processes or groups of tasks undertaken within each **Function**
- **Sub Activity Descriptor** - subprocesses or groups of tasks within each activity **Function / Activity**
- **Case File** - classes of documents/records with the same disposition policies

For each term, the disposition schedule shows:

- **Scope Notes** - notes that provide guidance on the use of a term
- **Broader Terms** - terms at a higher level
- **Narrower Terms** - terms at a lower level

For each Case File, the schedule shows:

- **See also** - "See also" link to another **Case File**
- **Dates of Coverage** - Period of validity for the **Case File**
- **Disposition Rule** - rules relating to the retention of records within the **Case File**

Online Disposition Schedule generated on 24 Apr 2015 by **a.k.a.® Software** from Synercon Management Consulting Pty Ltd

Practice 5: Infrastructure

https://www.mapsforthat.com/viewmap.php?m=4019
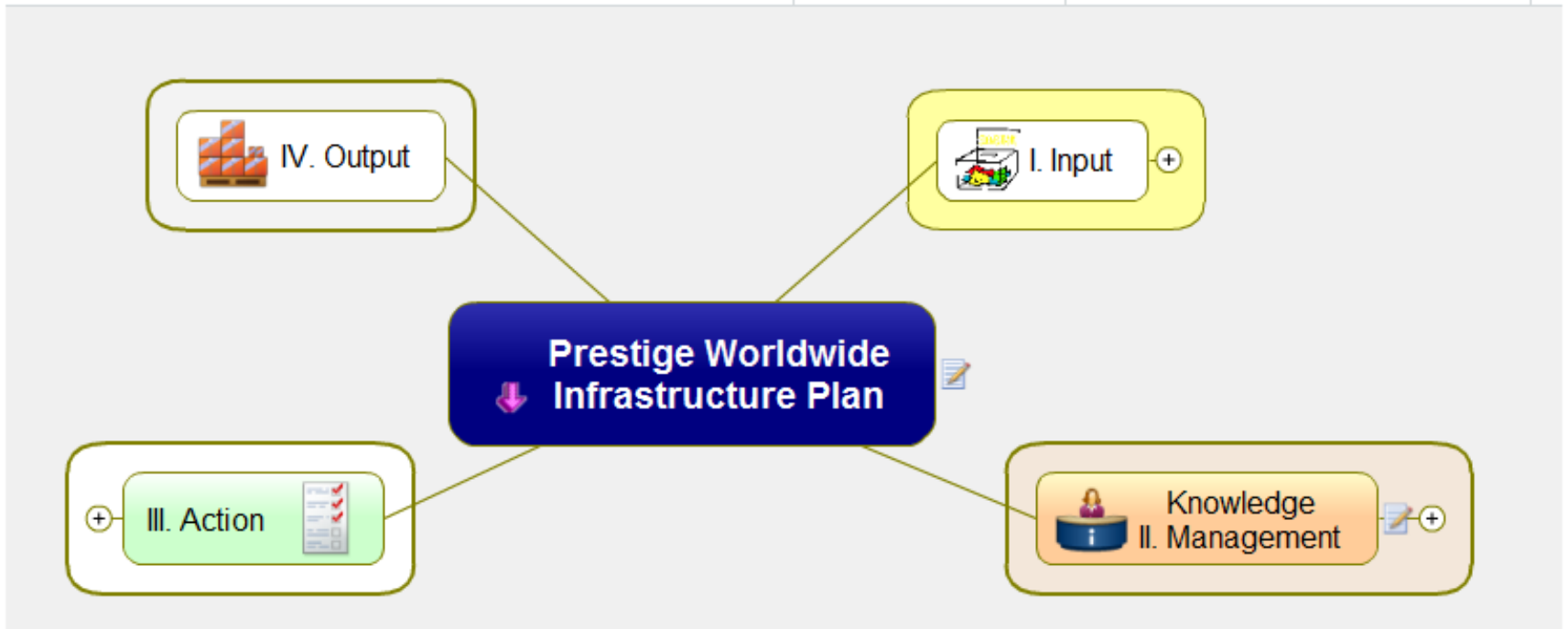
Practice 6: COTS Applications

Screen clipping taken: 3/6/2016 12:13 PM
http://strategybeach.com/our-agile-development-methodology/
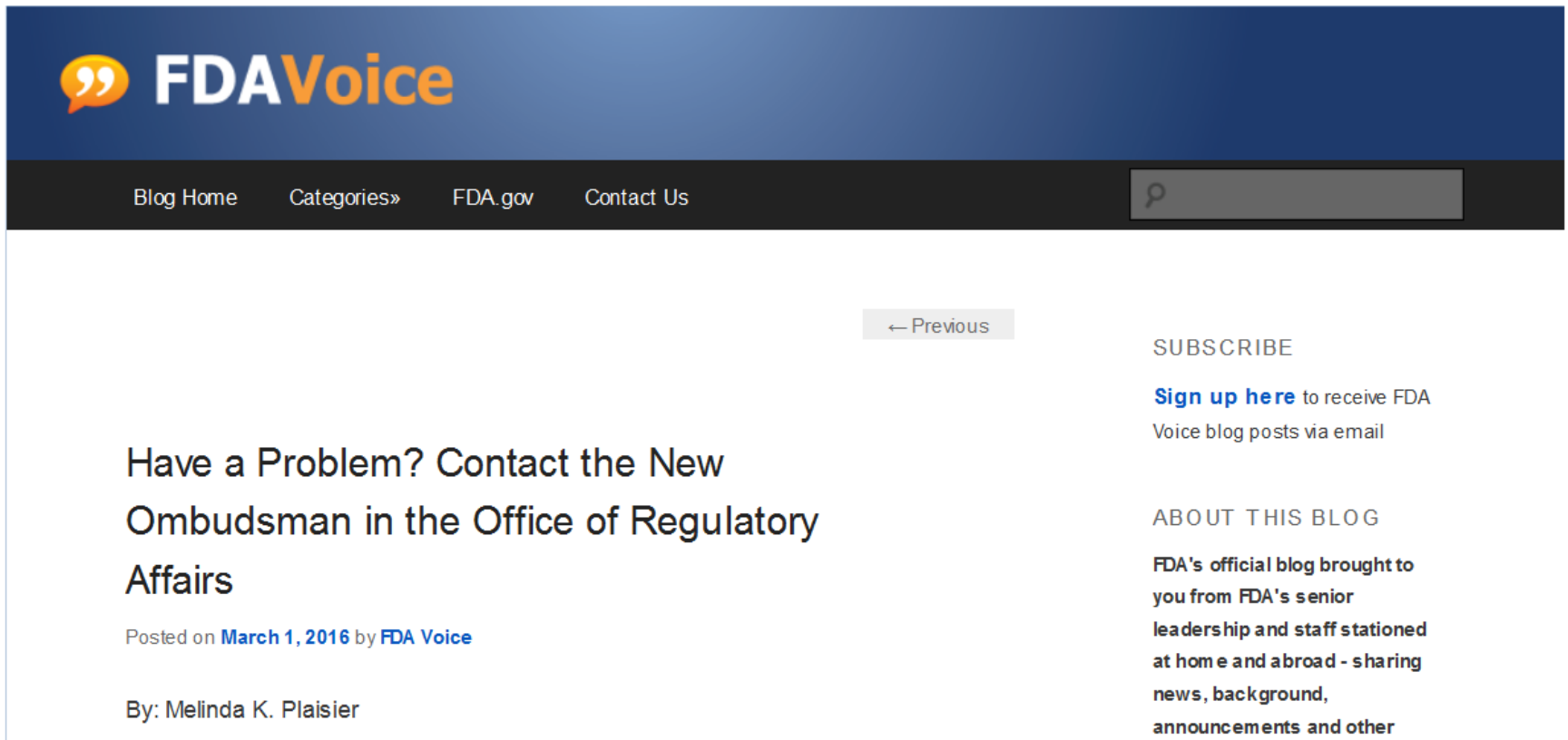
- Change Off The Shelf (COTS);
- Office Automation – obsolete term;
- Tools;
- Insert information governance through the change control structure

Practice 7: Social Media

Have a Problem? Contact the New Ombudsman in the Office of Regulatory Affairs | FDA Voice
http://blogs.fda.gov/fdavoice/index.php/2016/03/have-a-problem-contact-the-new-ombudsman-in-the-office-of-regulatory-affairs/
Screen clipping taken: 3/6/2016 12:18 PM

Vital Records: Epilog

- Follow ARMA-MidAtlantic Region's proposed virtual chapter's Blog <http://arma-mar-wvchapt.blogspot.com/> Twitter: @albertminnick